

7 FAM 1320 THE PASSPORT APPLICATION

7 FAM 1321 LEGAL REQUIREMENTS

7 FAM 1321.1 Basic Requirements

(TL:CON-65; 4-15-96)

a. *Passport applicants must submit written applications on the form(s) prescribed by the Secretary. The applicant must complete every matter of fact required by law or regulation as a requisite for the issuance of a passport. First-time applicants must execute an application under oath, before a person authorized by the Secretary to administer oaths for passport applications (22 CFR Part 51). If the applicant objects to taking an oath, permit the applicant to make an affirmation in lieu of an oath.*

b. *A parent, legal guardian, or person in loco parentis executes the application for minors under age 13. Minors aged 13 to 18 execute applications on their own behalf unless, in the consular officer's judgment, it is undesirable for them to do so. In the latter case, the application must be executed by a parent, legal guardian, or person in loco parentis. A legal guardian must provide a certified copy of the court order appointing him or her the child's guardian. A person in loco parentis must provide a notarized statement by the parent authorizing the person to make the application. A stepparent must present a guardianship or power of attorney document. These documents should be noted on the application and returned to the applicant. The consular officer may require a minor under age 18 to obtain and submit the written consent of a parent, legal guardian, or person in loco parentis to the issuance of a passport (22 CFR 51.27). Subchapter 7 FAM 1330 provides additional information on the execution of passport applications by minors.*

7 FAM 1321.2 Variations in Requirements

(TL:CON-65; 4-15-96)

The requirements for applying for a passport differ, depending upon whether the applicant has held a previous passport. Certain categories of applicants previously issued passports may use the passport-by-mail procedure if the consular post where *these applicants* apply has the authority to use this procedure [see 7 FAM 1331]

7 FAM 1322 DETERMINATION OF U.S. CITIZENSHIP OF PERSONS ABROAD

(TL:CON-65; 4-15-96)

a. *Title 22 CFR section 51.2(a) (22 USC 212) states that a U.S. passport shall be issued only to a national of the United States.* Claims to U.S. nationality made by persons abroad are determined on the basis of an application for registration, for a passport, or for registration of birth (22 CFR 50.2).

b. *Title 22 CFR section 50.4 states that a claim to U.S. nationality in connection with an application for a passport shall be determined by posts abroad in accordance with the regulations contained in part 51.*

7 FAM 1323 EXECUTION OF APPLICATION ON BEHALF OF INCOMPETENTS

(TL:CON-24; 11-10-86)

A parent, a legal guardian, or a person acting in *loco parentis* executes a passport application on behalf of a person declared incompetent (22 CFR 51.26).

7 FAM 1324 COMPLETION OF APPLICATION FORM BY APPLICANT

7 FAM 1324.1 Use of Forms DSP-11 and DSP-82

(TL:CON-65; 4-15-96)

Applications for passports must be made on Form *DSP-11, Application for Passport/Registration, or Form DSP-82, Application For Passport By Mail* [see 7 FAM 1324 Exhibit 1324] .

7 FAM 1324.2 Number of Copies Required

(TL:CON-65; 4-15-96)

a. At posts authorized to issue passports, an applicant for a passport submits *the application form* in single copy directly to an officer authorized to take final action without reference to the Department.

b. If the Department's authorization or instruction is required, *the applicant should submit the form in duplicate. The consular officer then prepares a statement in duplicate justifying the request with one set submitted to the Department and the other retained at post.*

c. An application submitted to a *person authorized to accept passport applications but not authorized to issue passports* must be submitted in duplicate. The *acceptance agent* forwards one copy of the application to the designated issuing post and retains the other for reference at the post where it was executed until the issued passport is received. *The duplicate may be destroyed after the passport is issued.*

7 FAM 1324.3 Application Check List

(TL:CON-65; 4-15-96)

Proper completion of application entries eliminates unnecessary communications between the post and the Department to clarify post action, speeds up service, and reduces or eliminates unnecessary administrative work required to handle these cases in the Department. The following check list should help to ensure that all applications are completed correctly prior to their submission to the Department for action or filing:

(1) Complete blocks concerned with passport issuance or registration approval (*Form DSP-11 only*).

(2) Ensure that applicant's name and passport number are clear and distinct (printed in black ink) to facilitate microfilming of the application.

(3) Complete the *block* identifying previous passport issuance.

(4) *Be sure the application is signed by the applicant and, if applicable, consular officer who administered the oath. When the consular officer's signature is illegible, use a name stamp.*

(5) Include the post name and location, clearly printed or stamped.

(6) *On Form DSP-11 forms, complete the box showing type of citizenship evidence presented. Be sure to include in legible notations, pertinent identifying file or issue numbers and dates.*

(7) Complete the area showing payment of fees.

(8) *Staple "For Department's Decision" yellow tags securely when the case requires Department action. If the tags become detached the case may go directly to file. Indicate the appropriate action office (for example, CA/OCS/ACS/WE) on the tags.*

(9) *Do not write, staple or make notations in the upper right corner of the application as this area is reserved for the bar code which will be placed there by the passport office. Side margins should also be kept clear. Posts that issue machine readable passports should place bar code labels only in the perforated rectangle, never above or below it. The post issue stamp may be placed in the area between the bottom of the rectangle and the issue date area.*

7 FAM 1324.4 Inclusions No Longer Permitted in Passports

(TL:CON-65; 4-15-96)

It is no longer possible to include family members of any age in a U.S. passport. All passports with included persons expired as of December 31, 1985.

7 FAM 1325 USE OF NAMES AND TITLES IN APPLICATION

7 FAM 1325.1 Determining Name to Write in Passport

a. For the writing of names in passports, also see 7 FAM 1380 .

b. The following rules govern the use of names and titles in passport applications:

(1) RANKS AND TITLES: Ranks or titles are not to be inserted in passport applications.

(2) MINOR VARIATIONS: The passport application *should* contain the *name which best identifies the passport bearer for all purposes. Generally, this will be the name shown on the evidence of citizenship.* Surnames must be written in full. *Any variation in names must be justified. Some minor variations require only current identification in the desired name. Minor variations include phonetic spelling changes, adding, dropping or changing the order of given names, use of nicknames or initials instead of given names or use of a given name instead of an initial. The name on the application need not be exactly the same as the signature on the application and the name shown on the identifying documents, however, the names must be in agreement. For example, if Louise Mary Martin is shown on the application, the signature (or the name shown on the identification) is in agreement if it is shown as Louise M. Martin, L. Mary Martin, L.M. Martin, Mary Martin, Louise Martin, or Lou Martin. It does not agree if shown as Louise L. Martin, Margaret Martin, or Mary L. Martin.*

(3) CHANGE BY COURT ORDER: An applicant whose name has been changed by court order or decree *must submit* a certified copy of the order or decree with the application.

(4) CHANGE WITHOUT COURT ORDER An applicant whose name was changed without formal court proceedings can have the new name written in the passport upon presentation of three or more public documents (such as school records, medical records, employment records, tax records, or other public records) showing exclusive use of the assumed name for at least five years. Affidavits from at least two persons attesting that they have known the applicant by both names and that the applicant has used the new name for all purposes for at least five (5) years, may be provided in place of one of the public documents if the applicant cannot obtain a third public record.

(5) SURNAMES AND MARRIAGE: An applicant may assume the spouse's surname upon marriage and have the passport written in the spouse's surname. The applicant must provide acceptable identification showing exclusive use of the spouse's surname, or the marriage certificate (if acceptable identification is unavailable). A married, divorced, or widowed person who uses a birth name or a previously married surname exclusively may be issued a passport in that name upon presentation of acceptable identification in that name. Hyphenated surnames may also be put in passports if the applicant presents acceptable identification in that name, or the marriage certificate (if acceptable identification is unavailable). If the applicant's marriage has been annulled, and the applicant wishes to resume the previous surname, acceptable identification in that surname only is required. However, if the applicant wishes to keep the married surname, a certified copy of the annulment decree giving permission to use that surname must be provided. This evidence is required as an annulment of marriage, in contrast to a divorce, voids the very existence of the marriage, and everything pertaining to it, effective from the beginning of the relationship.

(7) HYPHENATED MINOR'S SURNAME: A minor sometimes uses a hyphenated surname which joins the surname of both natural parents. The child's passport may be written in the hyphenated surname if evidence to support a change as outlined in item (4) above is provided. The hyphenated surname may also be used if both natural parents provide affidavits attesting that the child uses that name exclusively and a birth certificate listing both parents' surnames.

(8) USE OF STEPPARENT'S SURNAME: If an application is received which requests the stepparent's surname for a minor, the name on the passport may reflect the change if documentary evidence, such as medical or school records, establishing the minor's exclusive use of that surname for at least 5 years is provided. Also required is the notarized written consent of both natural parents. If one of the natural parents is deceased, the death certificate must be presented. If the whereabouts of a natural parent is unknown, a notarized affidavit explaining the circumstances from the other parent is required. If the surname has been used for less than 5 years, it may be written as a "known-as" name if documentary evidence as outlined in item (12) is provided.

(9) USE OF GUARDIAN'S NAME: When the whereabouts of the natural parents are unknown or the natural parents are deceased, and the child has assumed the surname of the legal guardian, the passport may be written in that surname. In all cases, the guardian must provide evidence of legal guardianship and public records showing the child's exclusive use of the guardian's name for at least 5 years. If the whereabouts of the parents are unknown, the guardian must provide an affidavit explaining the circumstances. If the parents are deceased, the death certificate must be provided. If the assumed name has been used for less than 5 years, it may be include, as a "known-as" name if documentary evidence as outlined in item (12) is provided.

(10) PENDING ADOPTION: An adopted person usually acquires a new name through the adoption. If the adoption has not been finalized, a child may be issued a passport in the adoptive name. The passport should be limited for 1 year with the endorsement that it may not be extended without the Department's authorization (Endorsement code 46)[see 7 FAM 1314.5 for language]. The passport may be extended to full validity upon presentation of the final adoption decree.

(11) MARRIED WOMEN: A married woman's name must be written Dorothy Jane Black, not Mrs. Joseph Alan Black.

(12) KNOWN-AS NAMES: An applicant who does not meet the criteria for complete change of name or who has assumed a name for professional reasons but keeps the legal name for other purposes, may have the assumed name included in a passport as a "known-as" (K-A) name along with the legal name. The applicant must sign both names on the application and provide acceptable identification in the "known-as" name. An applicant who assumes a new name as a "known-as" name must present the same documentation as one assuming a new name except that he or she need not establish exclusive use of the new name for a fixed time period (see item (4)).

(13) RELIGIOUS NAMES: If a religious name that is different from the civil name is shown on the application, write the passport in the civil name with the religious name shown as a "known-as" name. The applicant must sign the application in both the civil and religious names. Generally identification in the religious name is sufficient to document the use of the name. The consular officer has the discretion to require evidence as outlined in item (12) as necessary.

7 FAM 1325.2 Conflicts In Names

(TL:CON-65; 4-15-96)

When the names do not agree, the following guidelines should be followed to determine whether the name on the application needs to be changed and/or whether additional evidence should be requested:

(1) Names which do not appear on either citizenship or identity documents should be deleted unless documents to support the name change are provided;

(2) Names which appear on the identity documents should also appear on the passport;

(3) Names which appear on the citizenship evidence, but not on the identity documents, need not be included on the passport;

(4) If there are conflicts between the names shown on the application and the evidence of citizenship and identity, the applicant must provide a court order or documents to support the name change [see 7 FAM 1325.1 b(4)].

7 FAM 1326 SPANISH NAMES

(TL:CON-65; 4-15-96)

To insure uniformity in filing, consuls should use the following guidelines for Spanish names and carefully ascertain and underscore in red the controlling patronymic (father's or husband's surname as applicable).

7 FAM 1326.1 Transposition for Filing

(TL:CON-24; 11-10-86)

a. Spanish names are transposed for filing purposes in the following order (except as noted):

- Middle name (father's name)
- Last name (mother's name); and
- First name (given name, or Christian name).

b. Spanish names which are hyphenated or contain the conjunction "y" are filed as one complete surname. The father's surname, mother's surname, or both may be compounded.

7 FAM 1326.1-1 Masculine Names

(TL:CON-24; 11-10-86)

Examples for filing masculine names are:

Name	Filed
Manuel Garcia Lopez	GARCIA LOPEZ, Manuel
Manuel Garcia-Lopez	GARCIA -LOPEZ, Manuel
Manuel Garcia y Lopez	GARCIA y LOPEZ, Manuel
Jose Perez-Diaz y Gonzalez	PEREZ-DIAZ y GONZALEZ, Jose

7 FAM 1326.1-2 Feminine Names

(TL:CON-65; 4-15-96)

a. Spanish names of unmarried women are filed the same way as Spanish masculine names. Examples:

Name	Filed
Maria Hernandez Mendez	HERNANDEZ MENDEZ, Maria
Maria Hernandez-Mendez	HERNANDEZ-MENDEZ, Maria

b. The Spanish names of married women are filed under the husband's name, as a married Spanish woman assumes the name of her husband by adding his name with the prefix "de" to her own name. Examples:

Name	Filed
Maria Hernandez de Bonilla	BONILLA, Maria Hernandez de
Luisa de Calvera y del Rio	CALVERA y DEL RIO, Luisa de
Maria de Coll-Prado	COLL-PRADO, Maria de
Carmen Marquez Rey	GARCIA, Carmen
de Garcia	Marquez Rey de

c. The title "Viuda" (widow), or its abbreviation "Vda." before either a feminine or the prefix "de" and her husband's surname may be disregarded in filing. *The name will be filed under the husband's name.* Examples:

Name	Filed
Viuda Maria Hernandez	BONILLA, Maria,
de Bonillade	Viuda de
Maria Hernandez, Vda.,	BONILLA, Maria Bonilla
de Bonillade	Hernandez, Vda. de

7 FAM 1326.2 Alphabetizing

(TL:CON-24; 11-10-86)

As a rule, Spanish names containing the same patronymic and a different matronymic are arranged by alphabetizing the matronymic. This is consistent with the customary usage in most Spanish-speaking countries, including Spain. An individual's given name or names are also alphabetized, but only after alphabetizing:

- (1) The person's patronymic; and
- (2) Matronymic.

7 FAM 1326.3 Filing Order

(TL:CON-65; 4-15-96)

a. The following list shows the correct index/filing order of sample names according to the rules and procedures stated above. Note that where names are exactly the same except for a hyphen or the conjunction "y," the order is:

- (1) Unhyphenated;
- (2) Hyphenated; and
- (3) The conjunction "y" names.

b. Note also that the first six sample names are so filed because the matronymic was not given.

Examples:

LOPEZ, Alberto

LOPEZ, Antonio Alberto

LOPEZ, Herminio Guadalupe

LOPEZ, Hernando

LOPEZ, Luis

LOPEZ, Luis Alberto

LOPEZ, Luisa Hernandez, de

LOPEZ, Luisa Hernandez, Vda. de

LOPEZ, Luisa Mendez, Vda. de

LOPEZ, Raymundo

LOPEZ BETANCOURT, Alfredo

LOPEZ BETANCOURT, Arturo Antonio

LOPEZ BETANCOURT, MartaLOPEZ-BETANCOURT, Alfredo

LOPEZ y BETANCOURT, Manuel Alberto

LOPEZ-BETANCOURT, Maria Luisa Garcia de

LOPEZ-BETANCOURT, Maria Luisa Mendez, Vda. de (or Viuda de)

LOPEZ y BETANCOURT, Maria Margarita Mendez de

LOPEZ-BETANCOURT, Marta Maria

LOPEZ GRANADOS, Maria

LOPEZ-GRANADOS, Maria

LOPEZ Y GRANADOS, Maria

LOPEZ-GRANADOS, Maria Perez, Viuda de

LOPEZ-GRANADOS PEREZ, Maria Luisa

LOPEZ y GRANADOS PEREZ, Maria Luisa

LOPEZ HERNANDEZ, Luisa

7 FAM 1327 ASIAN NAMES

(TL:CON-65; 4-15-96)

a. In some Asian cultures, such as China, Korea, Japan and Vietnam, *the surname is written first and is followed by the given name or names. However, the Western practice of writing the surname last, with the given name or names preceding it, has been adopted more and more by westernized Asians. Confusion in determining the surname of Asian passport applicants is likely to result unless the surname is plainly marked. The surname generally can be determined by checking the name of the father.*

b. Asian applicants should enter their surname and given name on the applications in the order in which they customarily write them. However, carefully ascertain and underscore in red the applicant's surname in order that the application may be properly indexed.

7 FAM 1328 PHOTOGRAPHS

7 FAM 1328.1 Number Required and Method of Attaching to Application

(TL:CON-65; 4-15-96)

a. Passport applicants must submit with the application two identical photographs of themselves which are sufficiently recent (normally not more than 6 months old).

b. Except as indicated in paragraph (d) following, there is no requirement that an applicant present more than two photographs with a passport application.

c. The photograph that is to be attached to the photograph block on the front of the application (*Form DSP-11 or DSP-82*) should be securely stapled to the application, using four staples, one at each corner of the photograph. This prevents photographs from being separated from the applications during transit to the Department and filing.

d. Extra photographs are submitted with applications sent to the Department when the post wishes to have an investigation made in the United States before a decision is reached. When the application is for a passport to be issued by the Department (for example, official passports and some 48-page passports), the photograph to be placed in the passport must be sent to the Department.

e. Extra photographs must be accompanied by a statement explaining the reason why they are being sent. Fasten the extra photographs with one staple to the application immediately over the photograph already stapled on the application. Place the staple midway near the left-hand border of the photograph. Take care not to mar the features of the person in the photographs.

f. In order to eliminate the problem of ink bleeding from photographs during the lamination process in machine readable passports, the Department has discontinued the requirement of having applicants sign the back of their passport photographs. It is permissible, when families apply for passports, especially when several of the applicants are close together in age, for the officer to pencil their names lightly on the back of the correct photographs to prevent placing the wrong photos in the passports.

7 FAM 1328.2 Size and Type Required

(TL:CON-24; 11-10-86)

Every applicant must submit photographs meeting the following specifications:

7 FAM 1328.2-1 Size

(TL:CON-24; 11-10-86)

The size of photographs should be 2 by 2 inches (slightly larger prints may be trimmed at post to the required size). The image size measured from the bottom of the chin to the top of the head (including hair) should be not less than 1 inch nor more than 1 3/8 inches.

7 FAM 1328.2-2 Quality

(TL:CON-65; 4-15-96)

Passport photographs must be capable of withstanding a mounting temperature of up to 225 degrees Fahrenheit or 107 degrees Celsius. *Automatic and self-developing (instant) prints are acceptable if they meet all other photographic specifications and are capable of withstanding the mounting temperature. Snapshots, full-length photographs, and photographs with a waxed back or other coating which lessens adhesiveness are not acceptable. Newspaper or magazine photographs are not acceptable.*

7 FAM 1328.2-3 Likeness

(TL:CON-24; 11-10-86)

The photographs should portray a good likeness of and satisfactorily identify the applicant. They must be clear, front view, full face, with a light, plain background.

7 FAM 1328.2-4 Color and Background

(TL:CON-65; 4-15-96)

a. Passport photographs are acceptable either in color or in black and white. *However*, black and white prints which have been tinted or otherwise colored are not acceptable. *Photographs* may be with or without margins. *Those* which have been retouched to eliminate shadows and lines are acceptable.

b. It is especially important that the photographs have a light (white or off-white) background. Photographs with dark backgrounds rarely reproduce well when they are photographed as part of the files miniaturization program.

7 FAM 1328.2-5 Attire

(TL:CON-24; 11-10-86)

The applicant should be dressed in normal street attire without a hat, unless the headgear is part of religious attire worn daily. Only applicants who are in the active service of the U.S. Armed Forces and are applying for diplomatic or official passports may submit photos in which they wear a uniform of the U.S. Armed Forces. In other circumstances the submitted photographs must show the applicant in civilian clothing.

NOTE: Uniforms and/or head coverings which obscure the applicant's features, hair, or hairline may not be worn in a passport photograph.

7 FAM 1328.3 Emergencies

(TL:CON-65; 4-15-96)

a. *Posts are authorized to make workable exceptions to the photographic specifications in emergency situations. Passports issued under these circumstances should be limited to three months validity and contain endorsement 74 which reads:*

THIS PASSPORT EXPIRES ON (MON/DAY/YEAR) AND WAS ISSUED TO COMPLETE EMERGENCY TRAVEL AS AN EXCEPTION TO 22 CFR 51.25(c). IT CANNOT BE EXTENDED.

b. *Applicants who receive limited passports because of substandard photographs should be advised to apply for a new passport at their own expense with acceptable photographs when the emergency travel has been completed.*

c. *The endorsement code should be noted in the appropriate space on the application. The application should also be annotated in any case where, due to an emergency situation, identical photographs are not used.*

7 FAM 1329 UNASSIGNED

7 FAM 1324 Exhibit 1324

APPLICATION FOR PASSPORT (FORM DSP-11)

(Page 1 of 4)

UNITED STATES DEPARTMENT OF STATE											
APPLICATION FOR <input checked="" type="checkbox"/> PASSPORT <input type="checkbox"/> REGISTRATION											
SEE INSTRUCTIONS—TYPE OR PRINT IN INK IN WHITE AREAS											
1. NAME		FIRST NAME		MIDDLE NAME							
		Michael		Kenneth							
LAST NAME		WARD									
2. MAILING ADDRESS											
STREET		40 Blackstone Close									
CITY, STATE, ZIP CODE		Allendale, Northumberland									
COUNTRY		England									
3. SEX		4. PLACE OF BIRTH		5. DATE OF BIRTH		6. SEE FEDERAL TAX		SOCIAL SECURITY NUMBER			
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Portland, Oregon		05 05 19		LAW NOTICE ON REVERSE SIDE		7,610,403,716,7			
7. HEIGHT		8. COLOR OF HAIR		9. COLOR OF EYES		10. (Area Code) HOME PHONE		11. (Area Code) BUSINESS PHONE			
5'10"		GRAY		BROWN		0143/610/7924		111/111/111			
12. PERMANENT ADDRESS (Street, City, State, ZIP Code)		40 Blackstone Close, Allendale, Northumberland, England									
13. OCCUPATION		Retired									
14. FATHER'S NAME		BIRTHPLACE		BIRTH DATE		U.S. CITIZEN		16. TRAVEL PLANS (Not Mandatory)			
Samuel Ward		California		7-6-1896		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		COUNTRIES		DEPARTURE DATE	
15. MOTHER'S MAIDEN NAME		BIRTHPLACE		BIRTH DATE		U.S. CITIZEN				LENGTH OF STAY	
Marion Shannon		Oregon		2-10-1899		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
17. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT?		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		IF YES, SUBMIT PASSPORT IF AVAILABLE.		<input checked="" type="checkbox"/> Submitted					
IF UNABLE TO SUBMIT MOST RECENT PASSPORT, STATE ITS DISPOSITION: COMPLETE NEXT LINE											
NAME IN WHICH ISSUED		PASSPORT NUMBER		ISSUE DATE (Mo., Day, Yr.)		DISPOSITION					
Michael Ward		114161317170917		05 23 86		Submitted					
18. HAVE YOU EVER BEEN MARRIED?		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		DATE OF MOST RECENT MARRIAGE		15 23 46					
WIDOWED/DIVORCED?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		IF YES, GIVE DATE							
SPOUSE'S FULL BIRTH NAME		SPOUSE'S BIRTHPLACE		RELATIONSHIP							
Lilian Ferris		ENGLAND		daughter							
19. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You)		FULL NAME		ADDRESS		(Area Code) PHONE NUMBER					
Teresa Ward		5 Elgin Rd, London, England		0171/6144/03132							
20. TO BE COMPLETED BY AN APPLICANT WHO BECAME A CITIZEN THROUGH NATURALIZATION											
I IMMIGRATED TO THE U.S. (Month, Year)		I RESIDED CONTINUOUSLY IN THE U.S. From (Mo., Yr.) To (Mo., Yr.)		DATE NATURALIZED (Mo., Day, Yr.)							
21. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH											
I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.											
Subscribed and sworn to (affirmed) before me		(SEAL)		X Michael Ward		(Sign in presence of person authorized to accept application)					
Month Day Year											
(Signature of person authorized to accept application)											
22. APPLICANT'S IDENTIFYING DOCUMENTS		<input type="checkbox"/> PASSPORT <input type="checkbox"/> DRIVER'S LICENSE <input type="checkbox"/> OTHER (Specify)		No.		ISSUED IN THE NAME OF					
ISSUE DATE		EXPIRATION DATE		PLACE OF ISSUE							
Month Day Year		Month Day Year									
23. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)											
<input type="checkbox"/> Birth Cert. SR CR City Filed/Issued:											
<input type="checkbox"/> Passport Bearer's Name:											
<input type="checkbox"/> Report of Birth											
<input type="checkbox"/> Naturalization/Citizenship Cert. No.:											
<input type="checkbox"/> Other:											
<input type="checkbox"/> Seen & Returned											
<input type="checkbox"/> Attached											
24.		FEE		EXEC.		POST					

UNITED STATES DEPARTMENT OF STATE
PASSPORT APPLICATION

FEDERAL TAX LAW:

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name (#1), mailing address (#2), date of birth (#3), and social security number (#8). If you have not been issued a social security number, enter zeroes in box #8. Passport Service will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

ACTS OR CONDITIONS

If any of the below-mentioned acts or conditions has been performed by or applies to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement, under oath (or affirmation) by the applicant should be attached and made a part of this application. I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States; or having been naturalized within one year after such naturalization, returned to the country of my birth or any other foreign country to take up a permanent residence.

WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 USC 1001 and/or 18 USC 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein, or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents submitted are subject to verification.

PRIVACY ACT STATEMENT:

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 2, 18, and 22, United States Code, and all predecessor statutes whether or not amended, and all regulations issued pursuant to Executive Order 11295 of August 3, 1964. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States Passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties: pursuant to a court order; and, as set forth in Part 171, Title 23, Code of Federal Regulations (see Federal Register, Volume 42, pages 49791 through 49795).

Failure to provide the information requested on this form may result in the denial of a United States Passport, related document, or service to the individual seeking such passport, document, or service.

HOW TO APPLY FOR A U.S. PASSPORT: U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport.

IF YOU ARE A FIRST TIME APPLICANT, please complete and submit this application in person. Applicants under 18 years of age usually need not appear in person unless requested. A parent or guardian may execute the application on the child's behalf. Each application must be accompanied by: (1) PROOF OF U.S. CITIZENSHIP, (2) PROOF OF IDENTITY, (3) TWO PHOTOGRAPHS, (4) FEES (as explained below) to one of the following acceptance agents: a clerk of any Federal or State court of record or a judge or clerk of any probate court accepting applications; a designated postal employee at a selected post office, or an agent of a Passport Agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, D.C.; or a U.S. consular official.

IF YOU HAVE HAD A PREVIOUS PASSPORT: Inquire about eligibility to use Form DSP-82 (mail-in application).

Address requests for passport amendment, extension of validity, or additional visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. Check visa requirements with consular officials of countries to be visited, well in advance of your departure.

(U) PROOF OF U.S. CITIZENSHIP.

(a) APPLICANTS BORN IN THE UNITED STATES. Submit previous U.S. passport or certified birth certificate. A birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and seal or other certification of the official custodian of such records. A record filed more than 1 year after the birth is acceptable if it is supported by evidence described in the next paragraph.

IF NO BIRTH RECORD EXISTS, submit registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or undivided affidavits of persons having knowledge of your birth (preferably with at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of office of customary and signature of issuing official.

(b) APPLICANTS BORN OUTSIDE THE UNITED STATES. Submit previous U.S. passport or Certificate of Naturalization, or Certificate of Citizenship, or a Report of Birth Abroad, or evidence described below.

IF YOU CLAIM CITIZENSHIP THROUGH NATURALIZATION OF PARENT(S), submit the Certificate of Naturalization of your parent(s), your foreign birth certificate, and proof of your admission to the United States for permanent residence.

IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO U.S. BORN PARENT(S), submit a Consular Report of Birth (Form FS-240), or Certificate of Birth (Form DS-1364 or FS-646), or your foreign birth certificate, parental marriage certificate, proof of citizenship of your parent(s), and affidavit of U.S. citizen parent(s) showing all periods and

places of residence/physical presence in the United States and abroad before your birth.

(2) PROOF OF IDENTITY. If you are not personally known to the acceptance agent, you must establish your identity to the agent's satisfaction. You may submit items such as the following: convincing your signature AND physical description or photograph that is a good likeness of you; previous U.S. passport; Certificate of Naturalization or of Citizenship; driver's license (not temporary or learner's license); or government (Federal, State, municipal) identification card or pass. Temporary or altered documents are not acceptable.

IF YOU CANNOT PROVE YOUR IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS who is a U.S. citizen or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DSP-71) before the acceptance agent. You must also submit some identification of your own.

(3) TWO PHOTOGRAPHS. Submit two identical photographs of you alone, sufficiently recent to be a good likeness (recently taken within the last 6 months), 2 x 2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1.5 inches. Photographs must be clear, front view, full face, taken in normal outer attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be black and white or color. They must be capable of withstanding a mounting temperature of 220° Fahrenheit (107° Celsius). Photographs retouched or that your appearance is changed are unacceptable. Groupshots (not wedding machine prints, and mugshots or full-length photographs are unacceptable.

(4) FEES. Submit \$65 if you are 18 years of age or older. The passport fee is \$65. In addition, a fee of \$10 is charged for the execution of the application. Your passport will be valid for 10 years from the date of issue, except where limited by the Secretary of State to a shorter period. Submit \$40 if you are under 18 years of age. The passport fee is \$40 and the execution fee is \$10. Your passport will be valid for 5 years from the date of issue, except where limited as above.

Pay the passport and execution fees in one of the following forms: checks—personal, certified, treasurer, bank draft or cashier's check; money order, U.S. Postal, international currency exchange or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank.

Make passport and execution fees payable to Passport Services (except if applying at a State court, pay execution fee to the State court) or to the appropriate Embassy or Consulate, if abroad. No fee is charged to applicants with U.S. Government or military affiliation, or for no-fee passports, except State courts may collect the execution fee. Pay special postage if applicable.



UNITED STATES DEPARTMENT OF STATE
APPLICATION FOR PASSPORT BY MAIL

TYPE OR PRINT IN INK IN WHITE AREAS ONLY

USE BLOCK LETTERS/NUMBERS

NAME FIRST	Carolyn	MIDDLE	Marcia
LAST	PEREZ		
MAIL PASSPORT TO			
STREET / RFD #		APT #	
OR PO BOX		Chulavista 74	
CITY		STATE	ZIP CODE
Puerto Vallarta, Jalisco		Mexico	
IN CARE OF (IF APPLICABLE)			

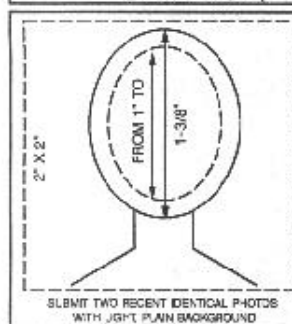
R		D		O		DP	
Issue		Date		Exp.			

SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	PLACE OF BIRTH City & State or C.R.S. Country San Diego, California	DATE OF BIRTH Month Day Year 09 07 60	SOCIAL SECURITY NUMBER (SEE FEDERAL TASK LAW NOTICE ON REVERSE SIDE) 6 4 0 3 7 8 8 6 8
HEIGHT Feet Inches 5 5	HAIR COLOR Brown	EYE COLOR Hazel	HOME TELEPHONE (322) 7-60-64
		BUSINESS TELEPHONE ()	

NOTE: Most recent passport MUST be enclosed!

PASSPORT NUMBER 031586634	ISSUE DATE Month Day Year 11 10 86	PLACE OF ISSUANCE Los Angeles	OCCUPATION (Not Mandatory) Homemaker
DEPARTURE DATE	TRAVEL PLANS (Not Mandatory) COUNTRIES TO BE VISITED		LENGTH OF STAY (Not Mandatory)

PERMANENT ADDRESS (Do not list P.O. Box)			
STREET / RFD #	CITY	STATE	ZIP CODE
Chulavista 74	Puerto Vallarta, Jalisco	Mexico	

SUBMIT TWO RECENT IDENTICAL PHOTOS
WITH LIGHT PLAIN BACKGROUND

NOT MANDATORY	
IN CASE OF EMERGENCY WHEN TRAVELING ABROAD, NOTIFY / Person in U.S. Not Traveling With You	
NAME	Simon LOGAN
STREET	37 Rancho Verdes Drive
CITY	Lynwood
STATE	CA
ZIP CODE	90262
TELEPHONE	(310) 307-7647
RELATIONSHIP	FATHER

SWATH AND SIGNATURE (If any of the below-mentioned acts or conditions have been performed by or apply to the applicant the portion which applies should be lined out, and a supplementary explanatory statement should be attached, signed, and made a part of this application.)

I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath, or made an affirmation or other formal declaration of allegiance to a foreign state; catered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the Government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against the United States, or conspiring to overthrow, put down or destroy by force the Government of the United States.

WARNING: False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.

DECLARATION: I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.

NOTE: APPLICANT MUST
SIGN & DATE

SIGNATURE	DATE
Carolyn Perez	2-29-96

DO NOT WRITE BELOW THIS SPACE - FOR PASSPORT SERVICES USE ONLY - DO NOT WRITE BELOW THIS SPACE

Application Approval	Evidence of Name Change <input type="checkbox"/> Marriage Cert. <input type="checkbox"/> Court Order Date _____ Place _____ From _____ To _____	Fees
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WHAT DO I NEED TO SEND WITH THE APPLICATION FORM?

1. Your most recent passport.
2. A marriage certificate or court order if your name has changed.
3. Passport fee of \$55.
4. Two recent (taken within the last 6 months) identical photographs with a light, plain background.

For detailed information on the items to be included, see below.

1. **YOUR MOST RECENT PASSPORT.** Issued at age 18 or older in your current name (or see item #2 below) and issued within the past 12 years. If your passport is mutilated or damaged, you must apply on the DSP-11 Application form as specified below.
2. **A MARRIAGE CERTIFICATE OR COURT ORDER.** If the name you are currently using differs from the name on your most recent passport, you must submit a marriage certificate or court order showing the change of name. The name change document **MUST** bear the official seal of the issuing authority. Uncertified copies or notarized documents can not be accepted. All documents will be returned to you with your passport. If you are unable to document your name change in this manner, you must apply on the DSP-11 Application form by making a personal appearance at (1) a passport agency; (2) any Federal or State court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.
3. **THE PASSPORT FEE OF \$55.** Enclose the \$55 passport fee in the form of a personal check or money order. **DO NOT SEND CASH.** Passport services cannot be responsible for cash sent through the mail. If you desire special postage other than first class (registered, special delivery, etc.) include the appropriate fee on the check. **THE FULL NAME AND DATE OF BIRTH OF THE APPLICANT MUST BE TYPED OR PRINTED ON THE FRONT OF THE CHECK. MAKE CHECKS PAYABLE TO PASSPORT SERVICES.**
4. **TWO RECENT IDENTICAL PHOTOGRAPHS.** The photographs must have been taken within the past six months and be a good likeness of you. The photographs must be clear with a full front view of your face and taken on a light (white or off-white) background. Photographs may be in color or black and white and the image size must correspond to the dimensions on the diagram on the front of this form. Photographs must be taken in normal street attire, showing you without headcovering unless a signed statement is submitted indicating that the headcovering is worn daily for religious or medical reasons. Dark glasses may not be worn in passport photographs unless a doctor's statement is submitted supporting the wearing of dark glasses for medical reasons.

MAIL THIS FORM TO:

National Passport Center
P.O. Box 371971
Pittsburgh, Pa. 15250-7971

DELIVERY - Other Than U.S. Postal Service

Mellon Bank
Attn: Passport Supervisor, 371971
3 Mellon Bank Center, Rm. 153-2723
Pittsburgh, Pa. 15259-0001

FOR INQUIRIES CONTACT:

National Passport Center
31 Rochester Avenue
Portsmouth, N.H. 03801-2900
Telephone: (603) 334-0500

NOTICE TO APPLICANTS RESIDING ABROAD

United States citizens residing abroad **CANNOT** submit this form to the Passport Facility listed above. Such applicants should contact the nearest United States Embassy or Consulate for procedures to be followed when applying overseas.

NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS

You may use this application if you meet all of the provisions listed above. Submit your U.S. Government or military authorization for a no-fee passport with your application in lieu of the passport fee. **CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION.** Your completed passport will be released to your sponsoring agency for forwarding to you.

FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name, mailing address, date of birth and social security number. If you have not been issued a social security number, enter zeros in box. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

PRIVACY ACT STATEMENT

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and of their official duties; pursuant to a court order; and, as set forth in other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).

Failure to provide the information requested on this form may result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.

*Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time required for searching existing data sources, gathering the necessary data, reviewing the information collected, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: Department of State (2050/ADG), Washington, D.C. 20520-0284, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (1408-0022), Washington, D.C. 20503.

Sample Passport Namecheck Telegrams

(Page 1 of 2)

Sample Passport Namecheck Telegrams

TELEGRAM			
FROM		CLASSIFICATION	
Amembassy Singapore		UNCLASSIFIED	
12356	N/A		
E.O. 14176	CASC, CPAS		
TAGS:	Passport Namecheck		
SUBJECT:	SECSTATE WASHDC PRIORITY		
ACTION:	UNCLAS SINGAPORE		
	FOR: CA/PPT/S/TC		
Post requests clearance for passport issuance to the applicants named below:			
1. Janssen, A-Lya Zola; DPOB: 7/6/65, Berlin, Germany.			
2. McDaniel, Franz Karl; DPOB: 11/27/38, Poughkeepsie, New York.			
3. DeBos, Johannes Dirk; DPOB: 3/10/17, Charlotte, No. Carolina.			
4. Cieplinski, Marika D.; DPOB: 11/22/33, Ogden, Utah.			
5. Napolitano, Gregorio J.; DPOB: 2/8/54, San Remo, Italy.			
6. Yamamoto, Fumiko A.; DPOB: 6/25/41, Eugene, Oregon.			
7. Santiago, C. Pablo; DPOB: 9/15/56, Jakarta, Indonesia.			
8. Esmilla, Gustava K.; DPOB: 2/12/62, Manila, Philippines.			
9. Vinh, Mah Li; DPOB: 4/7/58, Kuching, Malaysia.			
RAWLINGS			
DRAFTED BY:	DRAFTING DATE	TEL. EXT.	CONTENTS AND CLASSIFICATION APPROVED BY:
CONS:RUWood:mcw	6/25/86	73377	CG:BC Carmichael
CLEARANCES:			
UNCLASSIFIED			
CLASSIFICATION			
OPTIONAL FORM 153 (Formerly FS-413) January 1975 Dept. of State			

Horizontal Format

